



PROCESSING ARRESTED PERSONS

FC No.: 513

Date: 01-29-04

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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I. Miranda Rights (CALEA 1.2.3.a, b)

A. Advice of Miranda Rights

1. ***The Maryland Court of Appeals has ruled that any person under arrest who will be charged as an adult must be presented to a court commissioner without delay. There are few exceptions to this ruling. The appearance may be delayed to conduct administrative functions such as recording, fingerprinting, and photographing. However, a defendant must waive the right to an immediate appearance before the commissioner prior to the officer asking questions. The revised MCP 50, "Advice of Rights Form," (dated 08/03) contains a waiver of presentment and has been approved by the State's Attorney's Office. Failure to use the revised MCP 50 may result in any statements obtained from a defendant being suppressed.***
2. Advise individuals of their Miranda rights only when they are in custody (under arrest) and subject to interrogation. Give Miranda rights prior to questioning to ensure the statement's admissibility.

3. Confer with the investigator prior to any questioning or advising Miranda rights when a person is taken into custody for a crime that requires the immediate notification/response of an investigative unit (refer to FC 611, "Follow-up Investigation Responsibility").
4. Carefully document unsolicited comments/statements made by a person under arrest who has not been advised of Miranda rights. Note the location/date/time of any such statement, sign the document, and include in the case file.
5. Non-custodial ***interviews*** (questioning of suspects not under arrest; questioning during a traffic stop or Terry stop; questioning of witnesses; etc.) do NOT require advising of Miranda rights.
6. Do not advise an arrested person of their Miranda rights if there is no intention to question the person.
7. Whenever possible, use the MCP 50, "Advice of Rights Form," when Miranda rights are advised.
8. The court may be called upon to determine when custody began and whether an officer's words or conduct constituted interrogation in a given criminal case. Suggested guidelines for a non-custodial interrogation are:
 - a. Attempt to interview persons at their homes or away from the police facility.
 - b. If a person must be interviewed at the police facility, have the person drive to the facility.
 - c. When interviewed at the police facility, note that the person was informed that the person was free to leave.
 - d. Always document the circumstances of the interrogation.
9. If an officer is uncertain how the court will view the incident (custodial or non-custodial, interrogation, or initiated by the defendant), it is recommended that the officer advise the person of the person's Miranda rights to ensure the statement's admissibility.

B. Advice of Rights Form (MCP 50)

1. ***Officers must use an MCP 50 with a revised date of 08/03 or later. (Appendix C)***
2. Complete the MCP 50 in triplicate:
 - a. Retain the original.
 - b. Attach copy #2 (yellow) to the arrest report. The Report Review Unit will forward copy #2 to the State's Attorney's Office.
 - c. Give copy #3 (pink) to the defendant.
3. Read the MCP 50 verbatim. Note all remarks/tacit responses to the questioning alongside the corresponding question. Use plain paper for additional comments with corresponding numbers for each item.
4. Record the defendant's physical condition (any alcohol/drug ***use*** and time last used), educational level, date/time of arrest, and date/time the MCP 50 was completed.
5. The officer will sign the MCP 50 and request the defendant to sign; however, the defendant's signature is not necessary.

II. Precautionary Measures

- A. Officers will secure ***all firearms and knives*** in the designated gundrop prior to processing or interrogation.
- B. Immediately upon arrival at the processing facility and prior to any processing or interrogation, conduct a thorough search of the arrested person to ensure officer and prisoner safety. This is in addition to the normal search incident to arrest.
- C. Prisoners will not be left unattended at any time, except when placed in a holding facility cell in accordance with FC 810, "Department Holding Facilities." Prisoners will remain handcuffed in processing areas.

III. Processing Arrested Adults (CALEA 1.2.5)

- A. Prisoners will be searched and transported to the Central Processing Unit (CPU) in accordance with FC 811, "Handling, Searching, and Transporting of Prisoners."

NOTE: Prisoners may be transported to a district station/investigative section if it is deemed necessary to further an investigation.

B. Arrests Based on Warrants

After an arrest based on a confirmed active criminal arrest warrant, complete a CPU 513B

(grey envelope) in its entirety, front and back. After a traffic warrant arrest, complete a CPU 513A (brown envelope) in its entirety. Turn completed envelopes over to the correctional officer at the booking desk.

1. If the charge is an outstanding traffic warrant or an out of county criminal warrant, immediately return to duty. No event/supplement report is required.
2. If the charge is an outstanding Montgomery County criminal arrest warrant and related to a previously reported event, complete the appropriate supplemental report and return to duty.
3. If the charge is an outstanding criminal arrest warrant from another state (Fugitive from Justice - 2752), obtain a CR# and complete an event report.

C. On-View Criminal Arrests

After making an on-view adult criminal arrest:

1. Complete a CPU 513 (yellow envelope) in its entirety, front and back. The name of the officer completing the DC/CD4, "Statement of Charges (SOC)/Statement of Probably Cause (SPC)," must be listed on the booking envelope as the arresting officer. The front of the form bearing the bar code will be photocopied and retained by the arresting officer. Turn the CPU 513 over to the correctional officer at the booking desk.
2. Proceed to a second floor ABS computer station and complete the SOC/SPC. Instructions on how to use the ABS are posted at each workstation. If assistance is needed, contact a correctional officer.
3. After locking the charging documents, the ABS will print five copies of the SOC/SPC, two witness summons forms, and two advice of rights forms.
 - a. Sign the court, state's attorney, and defendant copies of the documents and copy the two witness summons forms. Give these documents, as well as the unsigned applicant copy of the SOC/SPC to a correctional officer.
 - b. Due to limited space, event/supplement report writing will not be done at CPU.
 - c. The ABS witness summons forms do not provide adequate information. Therefore, the MCP 107, "State's Attorney's Witness Information," and the MCP 107A, "State's Attorney's Evidence Information," are still

required. The MCP 107 must be completed for both District and Circuit Court cases. In the space provided for the tracking number, use the ABS-generated tracking number.

D. Bond Alert Form (MCP 108)

1. The MCP 108 may be used to recommend that a defendant being held pending bond review not be released.
2. The MCP 108 will be used in all cases where the use of a firearm was involved in the commission of a crime.
3. The MCP 108 can be used at the officer's discretion for any other offense and will be screened for appropriateness and signed by the officer's supervisor prior to transmission.
4. Fax the form to the State's Attorney's Office (SAO) at (240) 777-7413 as soon as possible after arrest. The MCP 108 and the fax receipt will be kept on file with the station copy of the report. The report will reflect that the MCP 108 was sent to the SAO.
5. A copy of the MCP 108 will be placed in the MCP 513 envelope. When the defendant appears before the commissioner, the SPC/SOC documents as well as the MCP 108 will be presented to the commissioner.

E. Defendants Charged with Companion Criminal and Traffic Charges Arising from the Same Event

1. Follow processing procedures in sections III.A, B, and C.
2. Prepare citations for the companion traffic charges. The defendant will not sign the citations.
3. Attach the citations marked "Court Copy" and "Court/Defendant's Copy" to the criminal charging document and place into the booking envelope.
4. Prepare one SPC including probable cause for both the criminal and traffic charge(s).
5. If this is not possible at the initial contact with the suspect/defendant, contact the SAO to consolidate initial charges with those developed later.

F. Traffic Arrests made Pursuant to State Law (CALEA 1.2.5)

1. The ABS is currently designed only for criminal charges. Therefore, officers are

required to complete a handwritten SPC and Continuation, DC/CR4A, if necessary, and prepare the appropriate traffic citation(s). Do not have the arrestee sign the citation(s). Attach the "Court Copy" and "Court/Defendant's Copy" of the citation(s) to the SPC and give to a correctional officer.

2. Officers are urged to take a defendant before a commissioner when a defendant does not furnish satisfactory evidence of identity and the officer has reasonable grounds to believe that the defendant may not be the person the defendant claims to be. In addition to the facts supporting the charge, the SPC form must contain all known facts concerning the defendant's identity, as well as the grounds underlying the officer's doubts or misgivings about the accuracy of the identification presented by the defendant.

IV. Arrest/Detention Without Charging

A. Criminal Arrests, Without Processing or Charging (CALEA 1.2.5)

On occasion, an officer may have probable cause to arrest a suspect but subsequently releases the person without placing charges.

1. If a prior report is on file, write a supplement report detailing the arrest and release in the narrative.
2. If no report is on file, obtain a CR number, and complete a 2938 event report detailing the arrest and release in the narrative. No arrest report or criminal ID will be obtained.

B. High Risk Stops that do NOT End in Arrest
When officers conduct a high risk stop that does not end in an arrest, the officers will:

1. *Identify themselves by name and give their business cards to the individual stopped.*
2. *Provide a full explanation about the reason for the stop to the person stopped and remain with that person until all relevant questions are answered.*
3. *If requested, give the supervisor's name to the person making the request.*
4. *Complete a 2938 report.*

High risk stops include, but are not limited to, vehicle box-ins, any stop made at gunpoint, proning out a subject, or handcuffing for prolonged periods of time.

V. Processing Arrested Juveniles
(CALEA 1.2.5)

A. Miranda Rights (CALEA 1.2.3.a, b; 44.2.2.c)

1. There is no absolute legal requirement that a parent or guardian be present when officers question a juvenile. However, it is a good practice to attempt to have a parent present so that the parent can offer their child guidance during the interview process. (CALEA 44.2.3.a)
2. The length and conditions of interrogations will be in accordance with current case law. Juvenile interrogations will be reasonable in length. During lengthy interrogations, provide for rest periods, bathroom breaks, and food and drink, if appropriate. Generally, no more than two officers will interrogate a juvenile. (CALEA 44.2.3.b)
3. The law is clear. There are factors that must be considered in determining whether juveniles understood their rights well enough to intelligently waive them. The effectiveness of the waiver is determined only by examining the "totality of the circumstances" surrounding the giving of the statement.
4. The following circumstances should be considered in weighing whether a waiver is valid:
 - a. Age of the accused
 - b. Education
 - c. Knowledge as to the substance of the charge (if any) and the nature of their rights to consult with an attorney and remain silent (CALEA 44.2.3.c)
 - d. Whether the juvenile is permitted to consult with friends, relatives, attorney, etc.
 - e. If charges are filed, whether the juvenile is to be interrogated before or after formal charges have been filed (in those cases where the juvenile is charged as an adult)
 - f. Methods of interrogation used
 - g. Length of interrogation
 - h. Whether the accused refused to voluntarily give statements on prior occasions
 - i. Whether the juvenile had ever disavowed an out-of-court statement at a later date
 - j. Mental impairment, drug or alcohol use
5. Regardless of the circumstances, interrogations may be conducted without

the parent if the parent refuses to be present, is disruptive, or is not available within a reasonable period of time and interrogation cannot be delayed. In these cases, if the juvenile does not seem to understand the juvenile's rights, advise the rights in the presence of a court commissioner and record that fact on an MCP 50 and the event report.

B. Arrest, Processing, and Charging

1. ***For information on reports, refer to Appendix A, "Juvenile Arrests and Citations Checklist."***
2. Promptly transport arrested juveniles to the district station for processing. As soon as practicable, notify the parents/guardians of the arrest and charge(s). Record the date/time of the notification and name of the person notified in the event report as well as the date/time of release and name of the person released to. When parents/guardians refuse to accept custody of the juvenile, note it in the event report. (CALEA 44.2.2.d, e)
3. Check wanted status via the station terminal.
4. Process all juveniles physically arrested for any criminal offense as follows: (CALEA 44.2.2.d, e)
 - a. Arrest report
 - b. MCP juvenile ID number and identiscope photo
 - c. MSP/MCP fingerprint cards. On the MSP card check the "Juvenile" block and leave the "Charge" block blank.
 - d. Tip and palm prints must be taken for Part I offenses, felony sexual assaults, arson, and felony CDS violations. Place them on the county fingerprint card.
 - e. Required event reports
 - f. MCP 107 and 107A form(s)
 - g. Juvenile Release Form
5. When charging a juvenile on a civil citation (alcohol and tobacco violations only), refer to the MCP Citation Manual to determine eligibility and processing procedures. Forward the original citation to the Family ***Crimes*** Division (***FCD***). (CALEA 44.2.1.b)
6. Whenever a juvenile is charged with a ***delinquent*** offense, photocopy any citation, arrest, event, or supplement report, ***statements, and MCP 107 and 107A*** prepared in connection with the offense and forward them directly to the ***FCD***, Case

Screening *Unit*, via inter-departmental mail. This will be accomplished within 24 hours from the time the juvenile is arrested, issued a citation, or charged administratively through an exceptional closure and documented in the event report.

7. ***Per the States Attorney's Office, if a juvenile is arrested for a violation of the criminal law and is also charged with possession of alcohol/tobacco, a citation must be issued for the alcohol/tobacco violation since it is a civil violation. The original copy of the citation must be forwarded to FCD.***

C. Crimes for which Juvenile Court has no Jurisdiction (CALEA 44.2.1.c)

1. Juvenile court has no jurisdiction in the following circumstances:
 - a. A juvenile 14 years or older who commits a crime which, if committed by an adult, would be punishable by death or life imprisonment:
 - i. First degree murder
 - ii. First degree rape
 - iii. First degree sexual offense
 - iv. Attempt/conspiracy to commit the above
 - b. A juvenile 16 years or older who commits ***a crime listed above or*** any of the following crimes:
 - i. Abduction
 - ii. Kidnapping
 - iii. Second degree murder (***Criminal Law 2-204***)
 - iv. Manslaughter, except involuntary manslaughter
 - v. ***Second degree rape (Criminal Law 3-304)***
 - vi. Robbery with a dangerous or deadly weapon (***Criminal Law 3-304***)
 - vii. Second degree sexual offense (***Criminal Law 3-306***)
 - viii. Third degree sexual offense (***Criminal Law 3-307***)
 - ix. Wearing, carrying, or transporting a handgun under prescribed circumstances (***Criminal Law 4-203***)
 - x. Unlawful use of a ***firearm (Criminal Law 5-622)***
 - xi. Possession use of machine gun in commission of crime (***Criminal Law 4-404***)

- xii. Use of machine gun for aggressive purposes (***Criminal Law 4-405***)
- xiii. Sale/transfer of pistol or revolver under prescribed circumstances (Article 27, §445)
- xiv. Sale/transfer of stolen pistol (Article 27, §446)
- xv. Possession of short-barreled rifles and short-barreled shotguns (Article 27, §481C)
- xvi. Wearing, carrying, transporting, or using a firearm during and in relation to a drug trafficking crime (***Criminal Law 5-621***)
- xvii. ***Use of a handgun or antique firearm in the commission of a crime (Criminal Law 4-204)***
- xviii. Carjacking or armed carjacking (***Criminal Law 3-405***)
- xix. Assault in the first degree (***Criminal Law 3-202***)
- xx. Attempted murder in the second degree (***Criminal Law 2-206***)
- xxi. Attempted rape (***Criminal Law 3-310***) or attempted sexual offense in the second degree (***Criminal Law 3-312***)
- xxii. Attempted robbery with a dangerous or deadly weapon (***Criminal Law 3-404***)

3. Charge the juvenile as an adult for all additional charges resulting from an incident listed above.
4. Transport the juvenile charged with one of the above offenses to the CPU and process according to sections III.A, B, and C. Write the following statement in the miscellaneous block of the MCP 513: "No Juvenile Jurisdiction--Treat as Adult."
5. If the criminal case against the juvenile is subsequently remanded to the Department of Juvenile ***Services (DJS)***, it is the responsibility of the SAO to notify the Records Division of the change.

D. Waiver by Juvenile Court

For certain crimes committed by juveniles, the SAO may petition to waive Juvenile Court jurisdiction and charge the juvenile as an adult. The Juvenile Court will review the request and set a hearing. The arresting officer will receive notice of the hearing and will attend. If a waiver is obtained, officers will:

1. Obtain the original waiver documents from the court.

2. Take custody of the juvenile and transport to the CPU. Inform the CPU correctional officer that the defendant is a juvenile charged as an adult.
3. Prepare a SOC and SPC using the ABS. Indicate in the narrative of the SPC that Juvenile Court has waived jurisdiction.
4. Follow the initial processing procedures outlined in sections III.A, B, and C.
5. Write the following statement in the miscellaneous block of the MCP 513: "Juvenile Jurisdiction Waived--Treat as Adult."
6. Attach the original waiver documents to the SOC.

E. Arrest/Processing Without Charging
(CALEA 1.2.5)

1. Fingerprinting and photographing as an investigative aid does not constitute an arrest record for the juvenile. When this occurs, explain to the juvenile's parents that the fingerprints and photographs will be strictly confidential, kept segregated from those of adults, and destroyed upon completion of the investigation. Supervisors will ensure that these files are purged once the investigation is completed.
2. **The investigator should** retain investigative photographs and fingerprints in the case file; do not send to Records Division. Furthermore, **inform** the parents that if the juvenile is arrested as a result of these fingerprints and photographs, they will be **retained** in file until the juvenile reaches the age of **21**.
3. When a juvenile is detained but released without being charged, notify the parents. If requested, meet and discuss the matter with the parents. If no report is on file, initiate a 2938 event report detailing the arrest and release in the narrative.

VI. **Disposition of Arrested Juveniles**

A. Release to Parents (CALEA 44.2.2.d)

1. Juveniles will not be released on their own recognizance. Release juveniles to their parents/guardians on a timely basis. If the juvenile's parent/guardian cannot be located, contact **DJS** for disposition authorization (follow procedures in section VI.B). If the juvenile has committed any of the offenses listed in section VI.B.1, seek to detain the juvenile and coordinate the

detention through **DJS**. **DJS** personnel and Juvenile Court judges are the only persons empowered to authorize the placement of a juvenile in a detention or shelter facility.

2. **If DJS authorizes the release to someone other than the parent/ guardian, list the name of the DJS worker authorizing the release in the report. The full names of the parent/ guardian and the person the juvenile is released to are required in the report.**

3. Request verification of identity prior to releasing juveniles into the custody of parents/guardians/relatives. Absent sufficient identification, the release will be coordinated via **DJS**.
4. Complete a juvenile release form in duplicate and obtain the signature of the parent/guardian to whom the juvenile is released. A copy of the release form will be given to the parent/guardian; the original will be attached to the report. Explain to the parent/guardian and the juvenile involved the circumstances of the offense **for** which the juvenile is being charged. Additionally, briefly explain the juvenile justice process. (CALEA 44.2.3.c)

B. Detention of Juveniles (CALEA 44.2.2)

1. Initiate detention proceedings when juveniles cannot be released to their parents or they are arrested for any of the below listed offenses. The only exception to this detention procedure would be when the juvenile is charged as an adult.
 - a. Abduction [**Criminal Law 3-503(a)**]
 - b. Arson in the first degree [**Criminal Law 6-102 (a, b, c)**]
 - c. Assault in the first degree (**Criminal Law 3-202**)
 - d. **Bomb threat (Criminal Law 6-107)**
 - e. Burglary in the first, second, or third degree (**Criminal Law 6-202, 203, 204**)
 - f. Carjacking or armed carjacking (**Criminal Law 3-405**)
 - g. Escape (**Criminal Law 406, 407**)
 - h. Kidnapping [**Criminal Law 3-502, 3-503 (a, b, c)**]
 - i. Manslaughter (voluntary, common law)
 - j. Murder in the first or second degree [**Criminal Law 2-201(a)**]
 - k. **Possession of explosives/destructive device (Criminal Law 4-503)**
 - l. Rape in the first or second degree (**Criminal Law 3-303, 3-304**)

- m. Robbery (common law)
 - n. Robbery with a dangerous or deadly weapon (***Criminal Law 3-404***)
 - o. Sexual offense in the first, second, or third degree (***Criminal Law 3-305, 3-306, 3-307***)
 - p. Sodomy (common law)
 - q. Attempts to commit any of the above crimes.
 - r. Any offense which, in the officer's opinion, is serious in nature.
2. Between 0800 and 1700 hours:
- a. Contact an on-duty ***DJS*** intake worker at ***the Juvenile Assessment Center (JAC), 7300 Calhoun Place, Suite 500, Rockville, (301) 279-1580.***
 - b. ***If the arrest was not based on a warrant and detention is authorized, the officer must bring the juvenile to the JAC to be seen by an intake worker. The intake worker will give the officer written authorization to take the juvenile to Noyes.***
 - c. ***If the juvenile is being held on a warrant the officer will take the juvenile directly to Noyes.***
 - d. The arresting officer will provide ***DJS*** with an MCP 187, "Juvenile Detention Notice," a ***Circuit*** Court Affirmation Form (see FC 509, "Juvenile Criminal Arrest Procedure"), and a copy of the arrest and event reports.
3. Between 1700 and 0800 hours:
- a. Contact the ECC supervisor and request the on-call ***DJS*** intake worker call the officer. The officer will provide all pertinent information regarding the case including any injuries to the juvenile and any drug/alcohol use.
 - b. If detention is authorized, the ***DJS*** worker will ***come to the district station to interview the juvenile and give the officer written authorization to transport the juvenile to Noyes.***
 - c. Complete an MCP 187, a ***Circuit*** Court Affirmation Form, an arrest report, and an event report. Indicate on the event report if additional charges are anticipated.
 - d. Fax a copy of the above documents to ***DJS*** at (301) 279-1193 ***prior to 0800 hours. Do NOT place a copy in the box to the rear of 27 Courthouse Square.***
 - e. Transport the juvenile, without unreasonable delay, to ***Noyes.***
4. If the ***DJS*** intake worker decides not to place a juvenile in detention/shelter, the parents must accept custody of the child. The parents have no statutory or legal right to refuse custody. If the parents refuse to take custody, ***the officer should contact Child Protective Services.*** Inform the parents that their refusal to take custody may result in ***a formal investigation being initiated by Child Protective Services.*** Include in the event report the name of the ***DJS*** intake worker who decided not to place the juvenile.
5. Alleged out-of-control or runaway juveniles who are in the home shall not be removed at the request of the parents. ***If the juvenile has not been charged with a violation of the law, DJS cannot detain for out-of-control or runaway. Being out-of-control is not a chargeable offense, however*** other options include:
- a. Open Door provides overnight shelter to runaways. Call (301) 770-0193 or 1-800-486-6736 to establish shelter availability. Juveniles under the influence of drugs or alcohol will not be taken.
 - b. Operation Runaway, Potomac Ridge, 14901 Broschart Road, ***provides free mental health assessments 24 hours a day, 7 days a week,*** for runaway and out-of-control juveniles. Both the juvenile and the parent(s) must be present at the facility ***for the assessment.*** The staff will counsel juveniles who are under the influence of drugs or alcohol. Violent or incoherent individuals will not be ***seen.*** Juveniles may be transported to the facility by the referring officer or by the juvenile's parent(s). In either case, ***contact*** the facility at (301) 251-4545 ***to advise of the juvenile's pending arrival.***
- VII. Proponent Unit: Policy Development Section
- VIII. Cancellation
- This directive cancels Function Code 513, effective date 09-22-99, and Headquarters Memorandums 02-10 and 03-07.***

FC No.: 513

Date: 01-29-04

A handwritten signature in cursive script, reading "William C. O'Toole". The signature is written in dark ink and is positioned above a horizontal line.

William O'Toole
Acting Chief of Police

Adult Arrest Processing Chart

Step 1.	Officer makes adult on-view criminal arrest, traffic warrant arrest, or criminal warrant arrest.	
Step 2.	Officer conducts a search incidental to the arrest.	
Step 3.	If Interrogation or Companion DWI Charge: Officer transports arrestee to District Station/Unit and completes the following: <ul style="list-style-type: none">• Search of Arrestee• Collection/Inventory of arrestee’s property• DWI Processing• Evidence storage• Interview/Interrogation	No Interrogation No Companion DWI Charges (Go to Step #4)
Step 4.	Officer transports arrestee to the CPU.	
Procedures at the CPU		
Step 5.	Officer has arrestee face away from the cipher lock while entering combination. Once in facility, officer’s weapon and any protective instruments will be secured in gun drop box.	
Step 6.	Officer and prisoner remain outside hallway gate until directed to enter by correctional officer. Officer witnesses the search of the defendant by correctional officer and seizes any evidence/contraband. Personal property will be inventoried on the booking envelope and heat-sealed in an evidence bag. Personal property is turned over to correctional officer.	
Step 7.	Officer will complete the appropriate CPU 513 arrest Envelope: CPU 513 (yellow envelope) -for On-View Criminal Arrests CPU 513-A (brown envelope) -for Traffic Arrests CPU 513-B (grey envelope) -for Criminal Warrants	
If the defendant is charged with an outstanding arrest warrant, the officer will turn over the completed arrest booking envelope to a booking office and immediately return to duty. The officer is responsible for writing a supplement report.		
Step 8.	Officer will photocopy the front of the appropriate CPU 513 and give the envelope to the booking officer. Officer will complete the Statement of Charges using the Arrest Booking System computer.	
Step 9.	Completed documents will be collated, signed, and turned over to a correctional officer. Any companion traffic charges will be attached to the documents and placed in the appropriate CPU 513 envelope.	
Step 10.	Officer returns to service.	
Arresting officer will complete the event report, MCP 107, and MCP 107A while in service in their beat, station, or unit of assignment.		
09-22-99		

Juvenile Arrests & Citations Checklist

Arrests or Referrals to FCD for Disposition

Within 24 hours of an arrest or the referral of a case to FCD for disposition, officers must fax, **and** send via interoffice mail, COPIES of the following documents to FCD, attention ***Case Screening Unit***.

- Event Report
- Supplements
- MCP 107
- MCP 107A
- Arrest Report
- Statements (victims, witnesses, defendants, co-defendants)
- MCP 50
- MPC 187, "Juvenile Detention Notice" (if juvenile is detained overnight)
- Affidavit (FC 509 - Appendix) (if juvenile is to be detained overnight via ***DJS***)
- Officer's Notes
- (Do not send photos – they are to be kept in the officer's case file)

FCD FAX: 240-773-5405

Juvenile Detained by ***DJS***

When a juvenile is detained by ***DJS***, in addition to sending the above items to FCD, the officer must provide COPIES of the following documents to the ***DJS*** worker handling the case. If it is after business hours, the officer will fax COPIES of the following documents to ***DJS*** before the end of the tour of duty. (Note: The ***DJS*** drop box on the wall of 27 Courthouse Square is no longer in use.)

- Event Report
- Arrest Report
- MCP 187, "Juvenile Detention Notice"
- Affidavit (FC 509 - Appendix)

DJS FAX: 301-279-1193

Citations

Citations may be issued to juveniles only for civil violations of the alcohol and tobacco laws. Within 24 hours of the issuance of a citation, the officer will send the following documents via interoffice mail to the FCD, attention ***Case Screening Unit***.

- Citation - white and green copies
- Event Report - (if required) (photocopy)
- MCP 107 - Investigative and District copies